



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: REPORT WRITING

NUMBER: 11.2

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

POLICY

It is the policy of the Holmen Police Department to have all personnel write reports in a standardized manner. In writing reports officers will gather all relevant information and use headers to separate each section of report. In using headers officer information within report will be easily accessed by others looking for pertinent information.

PROCEDURE

- A. Note Taking
 - 1. Obtain all information for involvements including phone number and work information. (address, cell/home/work number, d/o/b)
 - 2. Written statements should be obtained.
- B. Incident Report Contain:
 - 1. Who
 - a. Victims
 - b. Suspects
 - c. Witnesses
 - 2. What
 - a. Facts
 - b. What happened?
 - 3. When
 - 4. Where
 - 5. Why
 - a. Motive
 - 6. How
 - a. Method
- II. Reports
 - A. Typed
 - B. Chronological order
 - C. Break up reports by using headers and calling for "New Paragraph"
 - 1. Summary
 - 2. Initial Call
 - 3. Subject Contact/Initial Interviews
 - a. Examples are Contact with John Doe, Contact with Jane Doe, Re-contact with John Doe, Re-contact with Jane Doe ect.
 - 4. Arrest
 - 5. Evidence
 - 6. Vehicle
 - 7. Disposition
 - a. The disposition should include actions taken, what charges are and the statute number listed after each charge

- b. Where subject was taken to or who subject was released to
 - c. List if follow-up is needed
 - 8. Example of Headers (initial call, contact John Doe, contact with Jane Doe, Re-contact, Lutheran, Mayo, additional information, arrest, vehicle, evidence, disposition)
 - 9. Any other categories needed
- D. Spell check
- E. Limit reports to pertinent information and fact only
- F. use "quotes"
- G. avoid using said, stated, asked repeatedly throughout report.
- H. Listed items
 - 1. Items stolen, damage, found, lost, and etc. that are listed in report should be in listed in bullet style
 - 2. These items also will be listed by officer on cover page of report with value of item and value of recovered item
- III. Follow-Ups
 - A. Report that is in need of completion
 - 1. Advise co-workers and supervisors
 - 2. If can't complete pass to co-worker or supervisor to distribute
 - B. Completing follow-ups
 - 1. If given a follow-up notify initial officer of completion and results
- IV. Reports
 - A. DA Data Sheets on criminal arrests and criminal traffic offenses
 - B. Include 10-27's and 10-28's
 - C. Criminal histories
 - D. Statements

Reports that include arrest to jail (does not bond out) or any type of immediate follow up for the next shift or the following day need to be completed before the officer ends his/her shift.

Chief of Police
Shane Collins